

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Decision on Repayment Extension Request - [Account/Loan Number]

Dear [Recipient Name],

We are writing in response to your request dated [Date of Request] regarding an extension for your repayment schedule for [Account/Loan Number].

After reviewing your account and the documentation provided, we have reached the following decision:

[Status: Approved / Denied / Partially Approved]

[If Approved:]

Your request for an extension has been granted. Your new repayment deadline is [New Date]. Please note that [mention any conditions, such as interest accrual or administrative fees].

[If Denied:]

Unfortunately, we are unable to grant your request for an extension at this time because [brief reason for denial]. We require the payment of [Amount] to be settled by the original due date of [Original Date].

If you have any questions regarding this decision or wish to discuss alternative payment arrangements, please contact our billing department at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]